



JOB DESCRIPTION

Position Title: **Team Member**

Working Title: **Scale Attendant**

Class Code: 5602

Non-Exempt

EEO Code: 08

Effective Date: 8/30/02

Major Function

Performs work responsible for the daily operation of weight scales at the transfer station and/or landfill.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Opens and closes transfer station and/or landfill scale area each work day. Determines proper charges, collects fees, and/or charges proper account for billing and issues receipt for same. Maintains accurate control of fees/monies and insures records are balanced and reconciled each day.

Directs customers to designated areas. Instructs haulers on proper procedures for entering and departing scale platform. Examines incoming loads to determine if hazardous conditions/materials are present. Records type of vehicles using facility hourly. Maintains orderly flow of traffic.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of the proper operation of computerized scale system. Working knowledge of arithmetic and basic record keeping procedures. Knowledge of scales, cash register and basic computer operation.

Ability to communicate with the public. Ability to handle cash, make correct change, and maintain accurate records of fees/monies received. Ability to understand and carry out oral and written instructions, and deal with the public in an efficient manner. Ability to satisfactorily perform physically demanding job requirements, occasionally under adverse weather conditions.

High School Diploma and one year experience in handling money or work involving cashier duties.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.